



Department of  
**Human Resources**

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-017
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-023; 85-023
<b>Application:</b> Executive Branch Agencies, Human Resource Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-203; T.C.A. § 8-30-204	<b>Rule:</b> Chapter 1120-03

**Subject:**

## Determining the Qualifications for an Administrative Services Assistant 1 and Administrative Services Assistant 2

The Department of Human Resources maintains a job classification for two levels of Administrative Services Assistants (ASA), ASA 1 and ASA 2. The ASA 1 job classification is non-exempt from the Fair Labor Standards Act (FLSA) overtime requirements, while the ASA 2 job classification qualifies for the FLSA's administrative exemption.

The ASA 1 job classification is flexibly staffed with the working level ASA 2 job classification and applicants in this classification must meet the minimum qualification requiring a college degree. Professional, paraprofessional, or sub-professional experience may be substituted for the required education on a year-for-year basis. Applicants for the ASA 1 job classification will be evaluated based on education and experience.

The basis for allowing employees with increasingly responsible sub-professional experience to qualify for the ASA sub-series is that many of the job responsibilities these individuals perform directly relate to the work performed by professional administrative services staff. Job responsibilities commonly performed by a sub-professional, such as preparing and processing correspondence, editing and correcting written material, conducting non-technical research, preparing and maintaining financial records, responding to requests for information, and explaining and interpreting policies and procedures, are considered to be appropriate preparation for performing general entry level professional administrative service work. This sub-professional experience, however, will only substitute for the basic educational requirement. For job classifications which promote from ASA 1, the work experience required in addition to the basic educational requirement must be of a professional nature.

Other job classifications in administrative services related sub-series such as Grants Analyst, Budget Analyst, and Planning Analyst will continue to be flexibly staffed with the Analyst 1 entry level job classification, which requires a college degree or professional work experience. Individuals in these job classifications are required to use an extensive amount of analytic ability in the performance of job assignments. This type of analytic ability is normally associated with the performance of comparable

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professional level work. Sub-professional employees may assist professional staff in these specialized fields by gathering, preparing, and processing various records and reports, but they do not generally assist professionals in performing analytic duties. Therefore, sub-professional work experience does not prepare individuals to perform the analytic work required in specialized administrative services related job assignments and should not be considered qualifying experience for these classes.

Positions that perform general administrative services job responsibilities not requiring the extensive use of analytic ability should be allocated to ASA 2. Positions that involve the regular use of analytic ability in performing job assignments should be allocated to job classifications which are promotional from Analyst 1.

Using the questions and answers below, the Classification/Compensation Division will evaluate proposed position reclassification changes to determine the appropriate use of an ASA job classification, while the Recruiting Management Services Division will evaluate an applicant's major job responsibilities performed in a sub-professional position to determine whether the applicant meets the minimum qualifications for ASA job classifications.

1. Q. What criteria will be used for determining whether a position is reclassified to an ASA or an Analyst job classification?

A. Positions performing professional administrative services job responsibilities involving the extensive use of analytic ability should be allocated to job classifications which are promotional from Analyst 1. Examples of this work include: program review and evaluation; grant proposal review and evaluation; classification and compensation of positions; technical research and analyses; test development and analyses; planning analyses; fiscal, budget, and cost analyses; organizational and administrative analyses; and negotiating and developing contracts.

Positions performing professional administrative services functions which do not involve the extensive use of analytic ability should be allocated to classes which are promotional from ASA 1. Examples of these duties include: coordinating the development of budgets and monitoring expenditures; monitoring contracts; preparing financial and statistical reports; conducting non-technical research and compiling information; acting as liaison between various inter and intradepartmental organizational units and coordinating the flow of pertinent information; coordinating training activities; monitoring compliance with rules and regulations; writing reports, articles, and correspondence; and performing property and procurement administrative duties.

2. Q. An employee in a sub-professional job classification works in an office where all professional staff performs analytic duties. Since all of these individuals are in job classifications which are promotional from Analyst 1, will an employee performing the sub-professional job responsibilities be able to advance to a professional class by staying in the same office?

A. Since all of the professional positions are responsible for extensive use of analytical ability, the employee would have to transfer to a work unit where non-analytic professional administrative duties are assigned to be eligible for promotion.

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3. Q. If a position is determined to be misclassified, will the operating agency where the position is located be responsible for funding any resulting salary increases?

A. Yes, each operating agency is responsible for funding any salary increases resulting from misclassified positions.

4. Q. An employee has been in a Clerk 2 position for four (4) years filing, answering the telephone, making copies, opening mail, and correcting errors on computer printouts. Will the employee qualify for the ASA 1 job classification?

A. In order to qualify for an ASA 1, an employee must have performed increasingly responsible sub-professional work for four (4) years. Since the major job responsibilities performed by the Clerk 2 have not significantly increased in responsibility, this employee will not qualify for the ASA 1 class. If after two (2) years, the job responsibilities assigned to this Clerk 2 position did increase to the levels noted in the answer to question 1, the employee would qualify after performing the increased responsible sub-professional work at that level for four (4) years.

5. Q. An employee is in a job classification, which has a higher salary grade than the ASA 1 job classification. Does the employee have to be reclassified to an ASA 1 job classification in order to advance through professional levels within the ASA sub-series, or will the employee qualify to go directly to the ASA 2 job classification?

A. The ASA 2 job classification requires one (1) year of professional experience. If the employee does not possess this required experience, the employee will have to start at the Administrative Services Assistant 1 job classification level in order to advance to the ASA 2 job classification.

6. Q. An employee is on an Analyst 1 promotion list, and there is a vacant ASA 2 position in which the employee is interested but for which the employee does not yet qualify. In order to be considered for appointment to the ASA 2 job classification, will the employee have to apply for the ASA 1 job classification or can the employee be appointed to the Analyst 1 and flex into ASA 2 from there?

A. The only entry level job classification for an ASA 2 position is the ASA 1 job classification. Therefore, the employee will have to apply for the ASA 1 job classification in order to be considered for promotion to a job classification within the ASA sub-series.

Questions regarding this policy may be directed to the Classification/Compensation Division or the Technical Services Division.